



# Lincoln University

## BA 217 – Personnel Management

### COURSE SYLLABUS

Spring, 2018

- Instructor:** Prof. Tesfaye Ketsela, PhD  
**Lecture Schedule:** Tuesdays 3:30 PM – 6:15 PM  
**Credits:** 3 units / 45 lecture hours  
**Level:** Advanced (A)  
**Office Hours:** Tuesdays 11:00 AM to 12:00 PM  
**e-mail:** tketsela@lincolnuca.edu  
**Textbooks:** Mondy, R.W. ( 2015) : *Human Resource Management(15th edition)* . New Jersey: Pearson. .  
ISBN-13: 978-1292094489 ISBN-10: 1292094486

Sean, Valentine, Robert Mathis and John Jackson (2016). *Human Resource Management (7<sup>th</sup> Revised Edition) Edition*. CENAGE Publishers. ISBN: 9781305115248

**Last Revision:** January 3, 2018

### CATALOG DESCRIPTION

A survey of principles and practices related to development of sound personnel relationships with reference to employment recruiting and selection, training, job evaluation, performance appraisal, discipline, wage and salary administration, labor relations, safety, supervision, morale building, governmental regulations and other matters. (3 units)

*Prerequisite: BA 110.*

### EDUCATIONAL OBJECTIVES

- Discuss models, theories,, principles as well as application of Personnel Management
- Work on case studies to be assigned by instructor
- Write critique on relevant articles related to personnel management
- Discuss in class application of the principles and concepts presented
- Work on group projects, conduct group discussions and make presentation in class (Topics to be assigned to each group)

**COURSE LEARNING OUTCOMES<sup>1</sup>**

	<b>Course LO</b>	<b>Program LO</b>	<b>Institutional LO</b>	<b>Assessment Activities</b>
1	Describe HR (personnel management) functions	PLO 1	ILO 1a, ILO 2a, ILO 3a	Case studies, written projects, midterm/final exam
2	Compare and contrast the internal and external environments that affect human resource management	PLO 2	ILO 1a, ILO 6a	Case studies, written projects, midterm/final exam
3	List and discuss recruitment and selection methods			
4	Be able to effectively manage employee relations (unions, collective bargaining, etc.)	PLO 4	ILO 1a, ILO 2a, ILO 5a	Case studies, written projects, midterm/final exam

**INSTRUCTIONAL METHODS**

*This is a direct classroom instruction course.*

Power Point presentation, case analysis, question and answer sessions, group discussion on selected topics, article review and class presentation by groups

Assignments and projects require students to actively use resources of the library. Detailed guide to business *resources of the library* as well as the description of Lincoln University approach to *information literacy* are available at the [Center for Teaching and Learning](http://ctl.lincolnuca.edu) website (ctl.lincolnuca.edu).

**CLASS ATTENDANCE**

Attendance will be taken on a daily basis. Students are expected to be present in class at all times during lectures, class exercises and group presentations. Class attendance and participation account for 15% of the total grade.

**EXAMS**

There will be a mid-term exam ( 20 % of the total grade) and final exam 40 %). Examination questions include multiple choice, fill-in the blank as well as discussion questions. All exams are closed book.

---

<sup>1</sup> Detailed description of learning outcomes and information about the assessment procedure are available at the [Center for Teaching and Learning](http://ctl.lincolnuca.edu) website (ctl.lincolnuca.edu).

**COURSE PROJECT**

Students will be required to review articles and write a critique individually and an academic paper as a group. There will be a group presentation. These account for 15% (10% for individual articles reviews and 5% for group presentations)

**GRADING POLICY**

Percentage	Grade
90 – 100%	A
80 – 89%	B
70 – 79%	C
60 – 69%	D
below 60%	F

Depending on the performance of the class some adjustment on the above percentage can be made to reflect a normal distribution

Weights	
Class Attendance and Participation	15%
Quizzes and class exercise	10%
Midterm Exam	20%
Final Exam	40%
Individual Research Project and Presentation	15%

**TENTATIVE CLASS SCHEDULE:**

Week	Topics to be covered
Week 1	Overview of HRM Role of the HR manager Environmental Factors of HRM Levels of Strategic
Week 2	Steps in the HR Planning Process HR Forecasting Technique Alternatives to Recruitment
Week 3	Selection Importance of Employee Selection The Selection Process
Week 4	Administering Selection Tests Types of Employment Tests Training and Development
Week 5	The Process of T and D Methods of T and D Evaluating Training Programs

Week 6	Orientation Programs The Orientation Checklist
Week 7	<b>Mid-term Exam</b> - one hour Performance Management and Appraisal The PA Process What to appraise
Week 8	Characteristics of Effective Appraisal Compensation and Benefits
Week 9	Motivating Employees Basic Principles of Motivation Motivation Theories and Models Reinforcers as motivators Punishment Class Discussion on Point/Counterpoint – Money Motivates
Week 10	Presentation of Projects Group 1 - 3
Week 11	Presentation of Projects Group 5 - 6
Week 12	Employment and Labor Laws Class Discussion on how Laws Perspectives
Week 13	Review of main course content in preparation for final examination
Week 14	<b>Final Exam</b>

*Please note that there will be one week off for Spring break. The above schedule might be modified or changed depending on how each session is affected by class discussion, exercises, etc.*